

Family Assessment and Case Plan

1. The Family Assessment and Case Plan is created from the desktop by Create>Casework>Ongoing Services>Family Assessment and Case Plan>the family name>Create.

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check ABC Help ?

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services: Family Assessment and Case Plan
- Payment
- Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Forest, Betty
- Johnson, Mary
- Lander, Annie
- Van Buren, Angel
- Winfra, Olivia

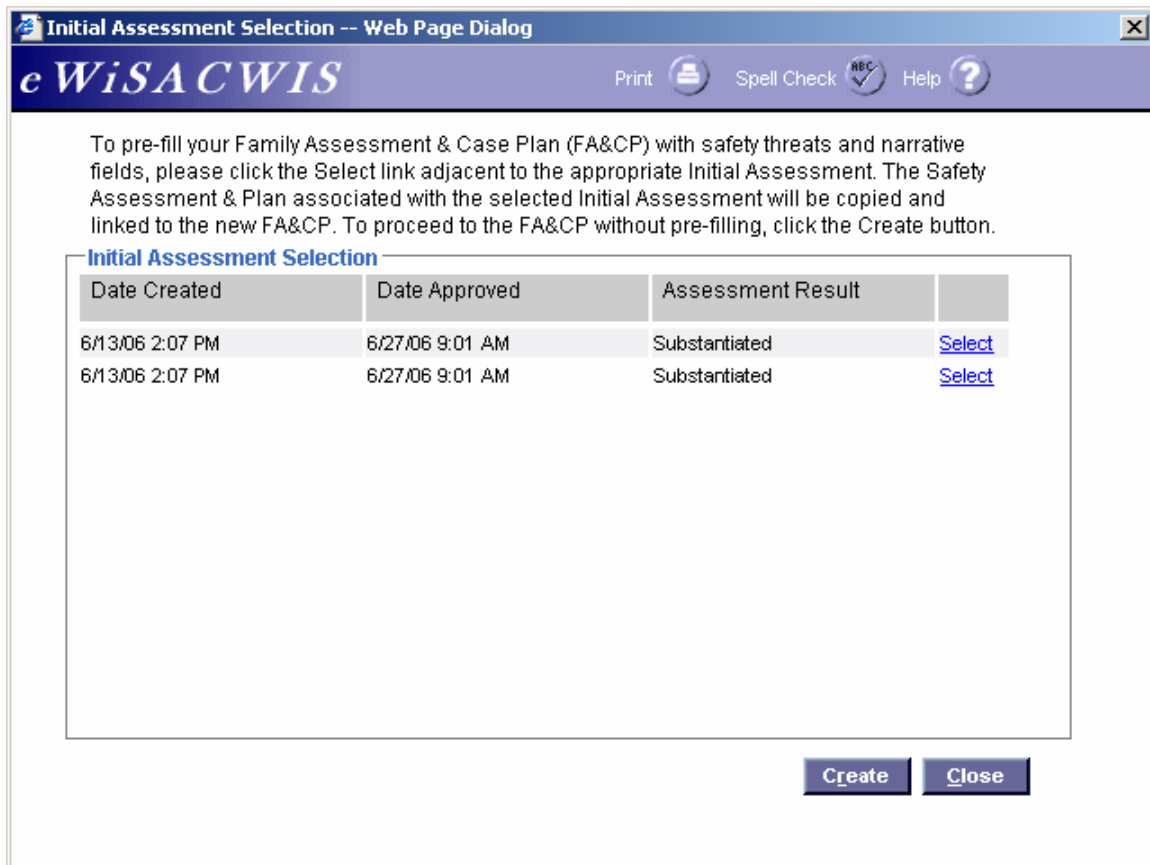
Case Participants

- Joe Forest, Present Spouse
- Kevin Forest, Biological Child
- Betty Forest, Reference Person
- Sue Forest, Biological Child

Create Close

Done Trusted sites

2. The Pop-Up message below will explain how to pre-fill the Family Assessment and Case Plan (FACP) with safety threats and narratives.



Initial Assessment Selection -- Web Page Dialog

eWiSACWIS Print Spell Check Help

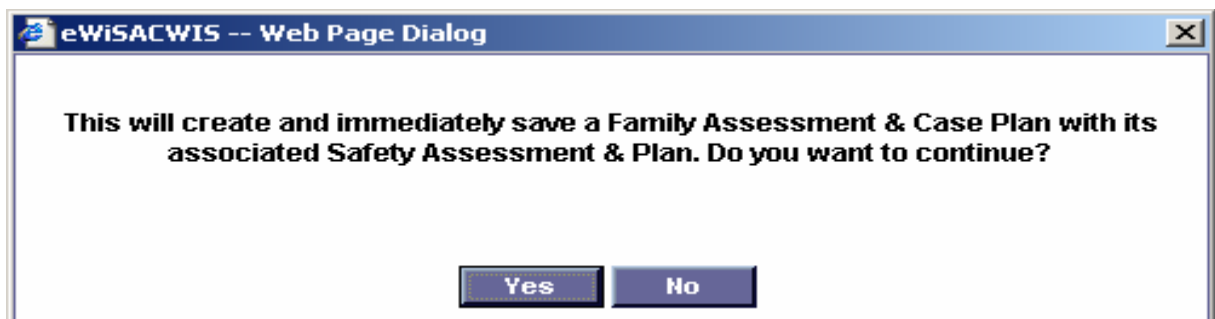
To pre-fill your Family Assessment & Case Plan (FA&CP) with safety threats and narrative fields, please click the Select link adjacent to the appropriate Initial Assessment. The Safety Assessment & Plan associated with the selected Initial Assessment will be copied and linked to the new FA&CP. To proceed to the FA&CP without pre-filling, click the Create button.

Initial Assessment Selection

Date Created	Date Approved	Assessment Result	
6/13/06 2:07 PM	6/27/06 9:01 AM	Substantiated	Select
6/13/06 2:07 PM	6/27/06 9:01 AM	Substantiated	Select

Create Close

3. Another Pop-Up message will appear stating a pending Safety Assessment and Plan will be created in addition to a FACP. Select Yes. Number 16 in this guide will further address this.



eWiSACWIS -- Web Page Dialog

This will create and immediately save a Family Assessment & Case Plan with its associated Safety Assessment & Plan. Do you want to continue?

Yes No

4. The first group box is the Family Assessment/Case Plan Group box. This gives the Case Name, Case Number, Worker Name and the Approval Date. The Effective Date is user entered and will allow a prior date.

The FA&CP Completed check box must be checked prior to final approval. This check box will verify the FACP and the Safety Assessment and Plan have been completed and requires one approval on the FACP for both items.

The Safety Threats Group Box pre-fill's from the Initial Assessment. These fields are editable and can be updated while completing this FACP.

The Children Group Box can be updated and children added or deleted from the group box by using the Add/Edit button.

The Child Functioning Group Box pre-fills with information from the selected Initial Assessment. The information in this group box is based on the radio button selected next to the corresponding child in the Children Group Box. This information is editable at any time during the FACP.

Family Assessment & Case Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Family Assessment/Case Plan

Case Name: Forest, Betty Case Number: 9221412 Effective Date: 06/01/2006 Status: Pending
Worker Name: Forest, Supervisor Approval Date: FA&CP Completed: ☐

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities

Safety Evaluation

Safety Threats

Child shows effects of maltreatment, such as serious emotional symptoms and lack of behavioral control: ☒ Yes ☐ No
Child is fearful of home situation: ☐ Yes ☒ No
Child shows effects of maltreatment such as serious physical symptoms: ☐ Yes ☒ No

Children

☒ Forest, Kevin

Child Functioning

Describe the child's general functioning and effects of any maltreatment.
Enter text here! Pre-Fills from the IA-PC or IA Narrative

Active Goals

Options:

Done Trusted sites

5. The Active Goals Group Box allows goals to be entered for each identified area. Use the Insert button to add Goals.

Family Assessment & Case Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Family Assessment/Case Plan

Case Name: Forest, Betty Case Number: 9221412 Effective Date: 06/01/2006 Status: Pending
Worker Name: Forest, Supervisor Approval Date: FA&CP Completed: ☐

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities

Child shows effects of maltreatment such as serious physical symptoms: ☐ Yes ☒ No

Children

☒ Forest, Kevin

Child Functioning

Describe the child's general functioning and effects of any maltreatment.
Enter text here! Pre-Fills from the IA-PC or IA Narrative

Active Goals

Insert

Options: Go Save Close

Done Trusted sites

6. The Case Plan Goal page opens. The Goal Group Box identifies the participant and requires the user to specifically identify the Goal along with the Begin and Target End Dates.
7. The Services/Activities Group Box identifies the type of Service or Activity that will be used in order to help the participant achieve the specific goal. Select the Service/Activity from the drop down list. There is a Delete hyperlink next to the Service/Activity in case it was entered in error.

Case Plan Goal -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Goal

Participant: Forest, Kevin

Goal: Enter Specific Goal Here!

Begin Date: 06/23/2006 Target End Date: 00/00/0000

Services/Activities

Service/Activity: [Dropdown] Delete Row 1 of 1

Provider/Responsible Person: [Text Box]

Specifically Explain Service/Activity: [Text Box]

Insert

Save Close

8. Once the Service/Activity has been identified, enter the Provider/Responsible Person to provide the service and specifically explain the Service/Activity.

The Insert button will allow additional Service Activities to be added in order to help the participant achieve the specific goal identified.

*Also note the Row 1 of 1. Additional identified activities will show Row 1 of 2 or 2 of 2, etc with the scroll bar.

9. Select Save and Close to enter additional goals for this child.

Case Plan Goal -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Goal

Participant: Forest, Kevin

Goal: Enter Specific Goal Here!

Begin Date: 06/23/2006 Target End Date: 00/00/0000

Services/Activities

Service/Activity:	Counseling	Delete	Row 1 of 1
Provider/Responsible Person:	Dr Know		
Specifically Explain Service/Activity:	Enter Narrative Here!		

[Insert](#)

[Save](#) [Close](#)

10. We have returned to the Child Functioning Tab. The Active Goals display all goals that are active. The Edit and Delete hyperlinks links are available along with the Copy Detail Hyperlink which will allow a specific goal to be copied over from one participant to another.

Family Assessment & Case Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Family Assessment/Case Plan

Case Name: Forest, Betty Case Number: 9221950 Effective Date: 06/01/2006 Status: Pending
Worker Name: Forest, Supervisor Approval Date: FA&CP Completed: ☐

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities

Child shows effects of maltreatment such as serious physical symptoms: ☐ Yes ☒ No

Children

☒ Forest, Kevin [Add/Edit](#)

Child Functioning

Describe the child's general functioning and effects of any maltreatment.
Enter Text Here! Pre-fills from IAPC or IA Narrative!

Active Goals

Goal: Enter Specific Goal Here!	Target End Date:	Status:	Edit Delete Copy Detail
Service/Activity	Provider/Responsible Person		
Counseling	Dr Know		

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

Done Local intranet

11. The Parent/Caregiver Protective Capacities Tab will function in the same manner as the Child Functioning Tab. All the identified Safety Threats from the IAPC or Narrative will pre-fill on this tab. This information is editable. Use the scroll bar to see additional information on this tab.

The screenshot shows a web browser window titled "Family Assessment & Case Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page features a purple header with the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help. Below the header, the "Family Assessment/Case Plan" section contains case details: Case Name (Forest, Betty), Case Number (9221950), Effective Date (06/01/2006), Status (Pending), Worker Name (Forest, Supervisor), Approval Date, and FA&CP Completed (checkbox). The main content area has four tabs: Child Functioning, Parent/Caregiver Protective Capacities (selected), Family Functioning, and Tasks & Responsibilities. The selected tab displays a list of 14 safety threats, each with "Yes" and "No" radio button options. At the bottom, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Local intranet".

Child Functioning	Parent/Caregiver Protective Capacities	Family Functioning	Tasks & Responsibilities
One or both parents / caregivers cannot control behavior: <input type="radio"/> Yes <input checked="" type="radio"/> No			
One or both parent / caregivers are violent: <input type="radio"/> Yes <input checked="" type="radio"/> No			
One or both parent / caregivers have failed to benefit from previous professional help: <input type="radio"/> Yes <input checked="" type="radio"/> No			
There is some indication parents / caregivers may flee: <input type="radio"/> Yes <input checked="" type="radio"/> No			
One or both parents / caregivers intend(ed) to hurt the child and do not show remorse: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Maltreating parent / caregiver exhibits no remorse or guilt: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Child has exceptional needs which parent / caregiver cannot / will not meet: <input type="radio"/> Yes <input checked="" type="radio"/> No			
No adult in the home will perform parental duties and responsibilities: <input type="radio"/> Yes <input checked="" type="radio"/> No			
One or both parent / caregivers fear they will maltreat child and / or request placement: <input type="radio"/> Yes <input checked="" type="radio"/> No			
One or both parent / caregivers lack knowledge, skill, motivation in parenting which affects the child's safety: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Child is perceived in extremely negative terms by one or both of the parents / caregivers: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Child is seen by either parent / caregiver as responsible for the parent's / caregiver's problems: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Parents / caregivers do not have resources to meet basic needs: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Living arrangements seriously endanger the physical health of the child: <input checked="" type="radio"/> Yes <input type="radio"/> No			

12. The lower part of this page will identify the Parent/Caregivers. Select the radio button next to the desired parent/caregiver to read the corresponding Parent/Caregiver Protective Capacities. The Add/Edit button will allow participants to be added or deleted from the FACP.

The Parent/Caregiver Protective Capacities Group Box narrative will pre-fill from the IAPC or IA Narrative. This group box is editable.

If you mouse over the Details link in the Parent/Caregiver Protective Capacities Group Box a more detailed explanation of Parent/Caregiver Capacities will appear.

Again, use the Insert button to add goals in the Active Goals Group Box. (See Child Functioning for a complete description as to the functionality of the Active Goals Group Box).

Family Assessment & Case Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Family Assessment/Case Plan

Case Name: Forest, Betty Case Number: 9221950 Effective Date: 06/01/2006 Status: Pending
Worker Name: Forest, Supervisor Approval Date: FA&CP Completed: ☐

Child Functioning **Parent/Caregiver Protective Capacities** **Family Functioning** **Tasks & Responsibilities**

Living arrangements seriously endanger the physical health of the child: ☒ Yes ☐ No

Parent/Caregivers

☒ Forest, Betty ☐ Add/Edit

Parent/Caregiver Protective Capacities

Describe Parent Caregiver/Protective Capacities: [Details](#)

Enter Text Here! Pre-fills from IAPC or IA

Parent/Caregiver Protective Capacities

Describe how adult functioning (general functioning, daily life management, mental health functioning and substance use) impacts parenting practices (disciplinary approaches, nurturing, limit setting, protectiveness, provision of basic care, etc.). When a child is unsafe, determine how diminished parent/caregiver protective capacities impact impending danger threats (foreseeable danger) to safety:

Active Goals

Insert

Options: Go Save Close

Done Local intranet

13. The Family Functioning Page works in the same manner as the previous two pages. Add/Edit the Family Functioning Narrative Group Box and add associated Active Goals by using the Insert Button.

The screenshot shows the eWiSACWIS web application in a Microsoft Internet Explorer window. The title bar reads "Family Assessment & Case Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page header includes the eWiSACWIS logo and navigation links for Print, Spell Check, and Help. The main content area is titled "Family Assessment/Case Plan" and displays case information: Case Name: Forest, Betty; Case Number: 9221950; Effective Date: 06/01/2006; Status: Pending; Worker Name: Forest, Supervisor; Approval Date: ; FA&CP Completed: ☐. Below this is a tabbed interface with four tabs: Child Functioning, Parent/Caregiver Protective Capacities, Family Functioning (selected), and Tasks & Responsibilities. The Family Functioning tab contains a text area for describing family functioning, with a placeholder text "Enter Text Here! Pre-fills from IAPC or IA Narrative!". Below the text area is an "Active Goals" section with a large empty text area and an "Insert" button. At the bottom of the page, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The status bar at the bottom shows "Done" and "Local intranet".

14. Based on the answers to the Safety Threats Identified the following pop up message may appear when the Tasks & Responsibilities Tab is accessed:

The screenshot shows a "Web Page Dialog" box titled "eWiSACWIS -- Web Page Dialog". The dialog contains the following text: "The child(ren) may be unsafe. Proceed to the Safety Assessment and Plan to consider the parent/caregiver protective capacities and the need to control for safety." Below the text is a "Close" button.

Select close. The Safety Assessment and Plan will be addressed later in this guide.

15. The Safety Decision Group Box will pre-fill based on the Safety Threats that were identified in the FACP.

The Additional Tasks and Responsibilities Group Box is user entered text.

The Family Service Level will pre-fill to what the level was determined at Initial Assessment. The user can update the Family Service Level by selecting a drop down value from the Current Family Service Level. There is also a Narrative text field to justify the changing of the Family Service Level.

The FA&CP Completed check box must be checked prior to final approval. This check box will verify the FACP and the Safety Assessment and Plan have been completed and requires one approval on the FACP for both items.

Select Save and Close to return to the Outliner.

16. In order to Approve/complete the FACP, the associated system generated Safety Assessment and Plan must be accessed from the outliner and completed (including checking the 'Completed' checkbox). Once this is complete, access the FACP again, make sure the FA7CP Completed checkbox is selected and approve. Both pieces of work will be approved if the above instructions are followed.

Once the Safety Assessment and Plan have been accessed from the outliner and completed (see Quick Reference Guide on Safety Assessment and Plan for instructions on how to complete) return to the Pending FA & CP for final processing.



17. We have now returned to the FACP from completing the Safety Assessment and Plan. Under 'Options' on all of the pages, there is additional functionality that needs to be explained.

- The first is Approval. If the Completed check boxes have been checked on the Safety Assessment and Plan and the FACP this Approval will approve both pieces of work.
- The next is Safety Assessment and Plan. This is view only. This allows the supervisors to view the Safety Assessment and Plan without going to the outliner.
- The Case Plan Summary is the hard copy of the document that summarizes everything in the Case Plan such as goals and associated Services/Activities.
- The Family Assessment, Case Plan, and Safety Assessment is a hard copy of all information entered on the FACP and Case Plan, including Safety, Narrative Goals, and Services and Activities.

18. Make sure all needed templates have been launched prior to final approval and complete the Final Approval process.

The screenshot displays the 'eWiSACWIS' web application running in a Microsoft Internet Explorer browser. The title bar indicates it is provided by DHFS - State of Wisconsin. The page header includes a logo and navigation links for Print, Spell Check, and Help.

The main content area is titled 'Family Assessment/Case Plan' and contains the following information:

- Case Name: Forest, Betty
- Case Number: 9221950
- Effective Date: 06/01/2006
- Status: Pending
- Worker Name: Forest, Supervisor
- Approval Date:
- FA&CP Completed: ☒

Below this information are four tabs: 'Child Functioning', 'Parent/Caregiver Protective Capacities', 'Family Functioning', and 'Tasks & Responsibilities'. The 'Tasks & Responsibilities' tab is currently selected.

Under the 'Tasks & Responsibilities' tab, there are three sections:

- Safety Decision:** A section with a heading 'Safety Decision' and a text area 'One or more factors that negatively affect safety are identified:'. There are radio buttons for 'Yes' and 'No', and a label 'Safety Decision: Unsafe'.
- Additional Tasks and Responsibilities:** A section with a heading 'Additional Tasks and Responsibilities' and a text area 'Describe any additional tasks or responsibilities (e.g. transportation, other case management responsibilities, etc.) that will assist the family in achieving the identified goals:'. Below this is a text input field with the placeholder 'Enter Text Here!'.
- Family Service Level:** A section with a heading 'Family Service Level'. It includes a label 'Previously established Family Service Level: Moderate' and a dropdown menu for 'Current Family Service Level: Moderate'. Below this is a text input field for 'Provide Justification for Family Service Level:'. A dropdown menu is open, showing options: 'Actions', 'Approval', 'Safety Assessment and Plan' (highlighted), 'Text', 'Case Plan Summary', and 'Family Assessment, Case Plan & Safety Assessment'.

At the bottom of the form, there is an 'Options:' section with a dropdown menu set to 'Safety Assessment and Plan', a 'Go' button, and 'Save' and 'Close' buttons.